

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCES OFFICE
2 RANDOLPH ROAD
HANSCOM AFB, MA 01731-3001**

NUMBER: FY13-29 (AGR)

EXPIRES: 29 April 2013

DATE: 28 March 2013

1. ELIGIBILITY. Applications are currently being accepted for the following FULL-TIME (AGR) position from qualified MA ARNG personnel under the provisions of 10 USC 681, Title 32 Section 502. This position is open to **ALL AVAILABLE ENLISTED SOLDIERS IN THE MA ARNG and CURRENTLY ON BOARD MA ARNG AGR MEMBERS** (see **AGR Gram CY12-05, para 4 for availability criteria**). AGR Branch (NGMA-PEO-AGR) will accept applications until 1400hrs on 29 April 2013.

Position: Operations SGT	Location: HHC 26TH Brigade (MEB), Reading, MA
Max Rank: SSG Min Rank: SGT	MOS/AOC: 25E3O, 31B3O, 29E3O
Unit POC: SFC Kathleen Hickman 508-233-7132	AGR Branch POC: SFC Vanessa Urban 339-202-3167/vanessa.urban.mil@mail.mil
Salary: Full-time Military Pay & Allowances	Web Site: http://states.ng.mil/sites/MA/careers/default.aspx

Contingent upon availability of FY13 funding

2. QUALIFICATIONS:

a. Individual selected will be militarily assigned to the unit and will be placed in the required duty position; Soldier must have a valid Army MOS in order to qualify to apply for an AGR position.

b. Individual must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.

c. Accessions into the AGR Program require the following Medical Fitness Standards:

1) Soldiers must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR Program.

2) Soldiers must have a Human Immune Deficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110.

3) Soldiers must meet the body composition standards prescribed in AR 600-9.

4) Soldiers who have a Physical Profile Serial (PULHES) that contains a "3" or a "4" must meet the requirements of AR 600-60 prior to entry in the AGR Program.

5) Soldiers with a favorable enlistment or appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry into the AGR Program are not required to complete an additional PHA for entry in the AGR Program.

6) Periodic Health Assessments (IAW AR 40-501, Chapter 10) for entry in the AGR Program may be conducted at an active military treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility.

7) Pregnant female Soldiers are eligible to apply for AGR tours effective 03 February 2006 per NGB-ARH-S Policy Memo #06-014.

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- d. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).
- e. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three (3) year tour of duty or must be willing to extend.
- f. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR 135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).
- g. Military technicians may not convert in-place to AGR status. An incumbent military Technician may only change to AGR status in conjunction with a different SPMD position, defined as a SPMD position with a different position number.
- h. Any falsification of the eligibility requirements will result in immediate release from the AGR program.
- i. Applicants must possess a valid state driver's license and be qualified to operate a GSA leased vehicle.
- j. Before applying for any AGR position, please talk to your state's Incentive Manager in regards to Incentives Termination/Recoupment Rules.
- k. Soldier cannot apply if currently having a Suspension of Favorable Personnel Actions (FLAGGED).
- l. Soldier must meet security clearance requirements and the minimum aptitude scores for the specific MOS listed in this bulletin. The ASVAB can be re-taken with coordination through Soldier's unit.

3. APPLICATION PROCEDURES:

- a. **ALL APPLICANTS will submit:**
 - (1) A copy of this announcement.
 - (2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position - 20100216) completed and signed. Attach additional sheets of information, if necessary.
 - (3) Photocopy of a DA Form 705 (APFT Score Card) within the last 12 months.
 - (4) Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is *not* acceptable). If a recent photo was taken, you may be able to locate a copy on IPERMS.
 - (5) Statement from the Commander/supervisor within the last 12 months stating Soldier meets height/weight/body fat requirements and not currently enrolled in the weight control program.
 - (6) A filled out Standard Form 181 Race and National Origin Identification (dated August 2005).
- b. **APPLICANTS will obtain the required documents below from their Official Military Personnel File (OMPF)** by accessing the Personnel Electronic Records Management Systems on-line (iPERMS). Log onto the AKO website www.us.army.mil or the iPERMS website at <https://iperms.hrc.army.mil>.
 - (1) DD Form 214s and NGB Form 22s
 - (2) Copy of last 5 NCOERS

Prior to submitting the above required paperwork contact your unit analyst at **HR Systems, 2 Randolph Road, Hanscom AFB, MA 01731** to schedule an appointment to review your records and obtain the remaining documents:

- (1) A HR Systems certified copy of an ERB within the last 12 months

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Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet.

c. Soldier will then forward the completed packet to J1 – AGR Branch – SFC Vanessa Urban or SSgt Donna MacLaughlin. Applications are accepted by mail, email, fax (339-202-0009), and in-person. When submitting applications in-person, please submit during the following hours: 0700 – 1500. Please call before arrival, to insure someone is present to accept your application. **PLEASE NO BINDERS OR SHEET PROTECTORS.** All applicants will be notified in writing within 30 days after the selection board.

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

4. JOB DESCRIPTION:

Advises commander on training, personnel, unit mobilization readiness requirements and assists the unit logistics personnel in developing, updating and maintaining comprehensive mobilization plans, including preparation of units COMPASS and AUEL reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of annual Post Mobilization Training Support Reports, the Unit Alert Roster and the unit Home Station Activities list and ensuring that the unit is POM/POR qualified.

Collects, maintains and analyzes data pertaining to unit readiness, specifically USR, TAM, and RRM related information. Advise the commander on trends in unit readiness indicators and the possible causes and solutions. Reviews and implements mobilization directives and regulations, obtains all required data for the unit status reports and assists the commander in preparing readiness reports as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues.

Assist with drafting training schedules for approval, which comply with command guidance and directives and publications by higher headquarters. Establish a direct line of communication with training and mobilization action personnel at higher headquarters.

Advises unit personnel on military education requirements and prepares applications for Army service schools and extension centers for them. Required to understand and process service school applications through the Army Training Resource Requirement System (ATRRS).

Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.

Works directly with the Commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit including employment support and family programs.

Must have knowledge of, or ability to learn the following unit level software programs: TAMIS-R, AFCOS, ATRRS, AFAM, UPS, CITRIX, DTS, DTMS, RFMSS, and TROOPERS.

Performs other duties as assigned.

Please check <http://states.ng.mil/sites/MA/careers/default.aspx> for updates on job announcements.

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